



Donald Carcieri
Governor,
State of Rhode Island



School District

Emergency Procedures Guide

*May
2006*

Response To Any Emergency

Staff Responsibilities

Utility Failure

Fire

Hazardous Materials

Radiological Incident

Assault/Fights

Bomb Threat

Intruder/Hostage

Serious Injury/Death

Student Unrest

Suicide/Attempt

Weapons

Emergency Alert Stations (EAS)

Crisis Team Members

Warning and Notification

Natural Disasters

Sheltering/Lock-Down Procedures

Evacuation/Relocation Centers

Media Procedures

Emergency Phone Numbers

How to Use This Guide

A copy of this guide should be placed in every classroom, gym, cafeteria, office and other noticeable places. Guide outlines recommended procedures for responding to emergencies. Since the information is general, each school or district should tailor procedures to fit its own environment and capabilities. Schools may use guide as a framework for developing a comprehensive crisis management plan. For the most effective response, present guide to staff during training and review procedures at the beginning of each school year.

This guide is intended as a reference for students and staff and should not replace sound judgment and common sense.

Rhode Island Emergency Management
645 New London Ave
Cranston, RI 02920
Ph. 401-946-9996
Fax 401-944-1891

We gratefully acknowledge the Delaware Emergency Management Agency for their valuable assistance in the development of this guide.

Produced and developed by the Rhode Island Emergency Management Agency (RIEMA), Robert F. O'Brien, Project Coordinator; August 1999

Revised by Armand J. Randolph, Civilian Protection & Relocation Coordinator
February 2004

- Notify 911 (if necessary) and the principal. Principal/designee notifies Superintendent.
- Notify CPR/first aid certified persons in school building of medical emergencies, if necessary.
Names of CPR/first aid certified persons are listed in Crisis Team Members section.
- Seal off high-risk area.
- Take charge of area until incident is contained or relieved by _____.
- Assemble Crisis Team.
- Preserve evidence. Keep detailed notes of incident.
- Refer media to _____
District Spokesperson Telephone Numbers/ Location

Response To Any Emergency

Principal or designee:

- Verify information.
- Call 911 (if necessary).
- Seal off high-risk area.
- Convene crisis team and implement crisis response
- Notify Superintendent.
- Notify students and staff (depending on emergency;
- Evacuate students and staff if necessary.
- Refer media to district spokesperson (or designee).
- Notify community agencies (if necessary).
- Implement post-crisis procedures.
- Keep detailed notes of crisis event.

Teachers:

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster.
- Refer media to district spokesperson (or designee).
- Keep detailed notes of crisis event.

Staff Responsibilities

Gas Line Break

- Call 911.
- Notify Principal/designee.
- Open windows.
- If directed, follow evacuation procedures.
- Do not re-enter building until utility officials say it is safe.

Electric Power Failure

- Calm students.
- Stay in classroom until evacuation notification.
- If there is danger of fire, evacuate the building by evacuation procedures.
- If a short is suspected, turn off all electric devices in room, and notify custodian.

Water Line Break

- Notify Principal/designee and custodian.
- Relocate articles that may be damaged by water.
- Relocate students to designated safe area.

Utility Failure

In the event a fire, smoke from a fire or a gas odor has been detected:

- Pull fire alarm.
- Evacuate students and staff to a designated area.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Principal/designee notifies police (call 911) and Superintendent. Principal or Superintendent must report incident to Fire Marshal’s office.
- Teachers take roll after being evacuated.
- After consulting with Superintendent, Principal may move students to _____
if weather is inclement or building is damaged. Primary relocation center
- No one may reenter building(s) until declared safe by fire or police personnel.
- Principal/designee notifies students and staff of termination of emergency. Resume normal operations.

Fire

Incident occurred in school

Incident occurred near school property

- Call 911.
 - Notify Principal.
 - Principal notifies Superintendent.
 - Seal off area of leak/spill.
 - Take charge of area until fire personnel contain incident.
 - Personal in charge will recommend shelter or evacuation actions.
 - Follow procedures for sheltering or evacuation.
 - Notify parents if students are evacuated.
 - Resume normal operations after consulting with fire officials.
- Fire or Police will notify Superintendent.
 - Superintendent will notify Principal.
 - Fire officer in charge of scene will recommend shelter or evacuation actions.
 - Follow procedures for sheltering or evacuation.
 - Notify parents if students are evacuated.
 - Resume normal operations after consulting with fire officials.

Hazardous Materials

Rhode Island does not have a commercial Nuclear Power Plant within its borders. However, our neighboring States of Connecticut and Massachusetts do. In the event of a site emergency of some kind, appropriate warning and instruction will be broadcast over the state Emergency Alert System (EAS). Schools will be notified if radiological release requires protective actions. There are two basic protective actions: sheltering and evacuation.

Sheltering Notification:

- Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

Evacuation may not be necessary in Rhode Island (distance factor)

- State and / or local officials will notify all affected schools of a nuclear power plant emergency.
- All precautionary actions will be announced by State Officials.

Radiological Incident / Accident:

- An accident or incident involving radiological materials at or near a school is quite possible. Consequently, certain precautionary actions should be taken. The three basic actions are:
 - **Time:** Minimize the amount of time near and exposed to the source.
 - **Distance:** Maximize the distance away from the source
 - **Shielding:** Maximize the amount of material (i.e. wood, concrete, earth, ect.) between the individual and radioactive source.

Radiological Incident

- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify CPR/first aid certified persons in school building of medical emergencies (*names of CPR/first aid certified persons are listed in Crisis Team Members section*).
- Notify Principal. Principal assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Principal notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (*intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing*).
- Principal notifies Superintendent and parents of students involved in assault.
- Document all activities. Ask victim(s)/witness (es) for their account of incident.
- Assess counseling needs of victim(s) or witness (es). Implement post-crisis procedures.

Assault/Fights

Upon receiving a message that a bomb has been planted in school:

- Use bomb threat checklist.
- Ask where the bomb is located, when will bomb go off, what materials are in bomb, who is calling, why caller is doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Notify Principal or designee.
- Principal/designee orders evacuation of all persons inside school building(s).
- Principal/designee notifies police (call 911) and Superintendent. Principal or Superintendent must report incident to Fire Marshal.

Evacuation procedures:

- Principal warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- Direct students to take their coats.
- Students and staff must be evacuated to a safe distance (suggested distance at least 2000 ft) outside of school building(s). After consulting with Superintendent, Principal may move students to _____ if weather is inclement or building is damaged.
Primary relocation center
- Teachers take roll after being evacuated.
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Principal notifies students and staff of termination of emergency. Resume normal operations.

Bomb Threat

Intruder- An unauthorized person who enters school property

- Notify Principal.
- Ask another staff person to accompany you before approaching intruder.
- Politely greet intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property. Inform him/her that you will call police.
- Notify security or police and Principal if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a

Hostage

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Principal.
- Principal notifies Superintendent.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

Intruder/Hostage

If incident occurred in school

- Call 911.
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- If possible, isolate affected student/staff member.
- Notify Principal/designee.
- Principal/designee notifies Superintendent.
- Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
- Principal notifies parent(s) or guardian(s) of affected student.
- Direct witness (es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- Determine method of notifying students, staff and parents.
- Refer media to _____
District Spokesperson Telephone Numbers (home, work, mobile)

If incident occurred outside of school

- Building administrator confirms the accuracy of the report with law enforcement or family.
- Activate school crisis team if appropriate.
- Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to _____
District Spokesperson Telephone Numbers (home, work, mobile)

Post-crisis intervention

- Meet with school counseling staff and _____ to determine
Div. Child Mental Health or other mental health workers
level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected student’s siblings and close friends and other “highly stressed” students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

Serious Injury/Death

- Notify police, if necessary.
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Notify Principal.
- Principal/designee notifies Superintendent.
- Warn staff. Principal/designee may issue lock-down (see Lock-Down Procedures section).
- Shut off bells.
- Move students involved in disturbance to an isolated area.
- Meet with student representatives to address issues.
- Document incidents with cassette recorder or take detailed notes.

Teachers:

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of classroom until you receive an all-clear signal from principal/designee.
- Make a list of students absent from classroom.
- Document all incidents.

Student Unrest

Suicide Attempt in School

- Verify information.
- Call 911, if person requires medical attention, has a weapon or needs to be restrained.
- Notify school psychologist/counselor, Principal and

Div. Child Mental Health Services (students under 18)
or _____.

Other suicide intervention service

- Principal calls Superintendent and parent(s) or guardian(s) if suicidal person is student. Principal may schedule meeting with parents and school psychologist/counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Ask suicidal person to sign a “no suicide contract”.
- Stay with person until counselor/suicide intervention arrives. **Do not leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- Activate school crisis team to implement post-crisis intervention (see next column). Determine level of intervention.

Suicidal Death/Serious Injury

- Verify information.
- Activate school crisis team.
- Principal notifies Superintendent.
- Notify staff in advance of next school day following suicide or attempted suicide.
- Determine method of notifying students and parents. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- Implement post-crisis intervention.

Post-crisis Intervention:

- To determine level of intervention for staff and students, meet with school counseling staff and

Div. Child Mental Health or other mental health workers

- Designate rooms as private counseling areas.
- Escort siblings and close friends and other “highly stressed” students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to _____.

District spokesperson

Do not let media question students or staff.

- Follow-up with students and staff who received counseling.
- Resume normal routines as soon as possible.

Suicide/Attempt

Staff or student who is aware of a weapon brought to school:

- Notify principal or teacher immediately.
- Tell principal or teacher name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- If teacher suspects that weapon is in classroom, he/she should confidentially notify a neighboring teacher. Teacher should not leave classroom.

Principal:

- Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
- Ask another administrator or to join you in questioning suspected student or staff member.
- If feasible, accompany suspect to private office to wait for police.
- If situation warrants, isolate suspect/area until police arrive.
- Assign person detailed notes of all events and why search was conducted.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- Avoid confrontation. Do not try to disarm him/her. Back away with your arms up. Remain calm.

Weapons

Listen to the following radio stations for information regarding a potential or impending emergency:

FM

WPRO 92.3
WHJY 94.1
WHKK 100.3
WWBB 101.5
WWLI 105.1

AM

WPRO 630
WSKO 790
WHJJ 920

Marine Channel 16

Emergency Alert Stations (EAS)

School Crisis Team

<u>Position</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobil/Pager</u>	<u>Room #</u>
Principal					
Asst. Principal					
Counselor					
Nurse					
Info Officer					
Custodian					
Alternates					

CPR/First Aid Certified Persons in School Building

<u>Name</u>	<u>Room #</u>	<u>Certification (circle):</u>	
		CPR	FIRST AID
		CPR	FIRST AID
		CPR	FIRST AID
		CPR	FIRST AID

District Crisis Committee

<u>Position</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobil/Pager</u>
Coordinator (Superintendent)				
Alternate Coordinator (Asst. Superintendent or Designee)				
Spokesperson				
Alternate Spokesperson				

Crisis Team Members

- **Call 911**, if necessary. Assess life and safety issues first.
 - Inform _____ in _____ or _____ in _____.

PrincipalRoom #DesigneeRoom #
 - Principal/Designee notifies _____ or _____.

SuperintendentDistrict Designee

(phone numbers in crisis team members section).
 - Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate _____.

Warning system, i.e. pa announcement, sounding of bell
 - Use coded words in warning, if necessary. Codes should be used in situations in which immediate notification is necessary, but the safety of students and staff may be compromised if everyone in school building knows of emergency. For example, a hostile intruder may panic if principal announces intruder’s presence over the PA system. The codes will inform personnel of the type of emergency and appropriate actions. The codes are as follows:

<u>Code words</u>	<u>Emergency</u>	<u>Actions</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- If immediate action is not required, notify staff at a meeting before or after school hours. Teachers will debrief students during class unless an assembly or announcement over PA is preferred.
- _____ notifies parent(s) or guardian of victim(s), if necessary.

Principal
- _____ notifies other schools in district. The school(s) with siblings of the Superintendent or designated person

victim(s) should be called first.

Warning and Notification

Earthquake

- Remain calm and stay where you are.
- If indoors, take cover under a sturdy desk, table or bench and hold on or sit against an interior wall.
- If outdoors, stay there. Move away from building, utility poles, wires and street lights.
- Be prepared for aftershocks.
- Evacuate building if gas or chemical fumes are presented.

Floods

- Monitor emergency alert stations and listen to television newscasts for the latest information.
- Evacuate the building by prescribed routes when necessary.
- Stay away from floodwaters as it may contain chemicals or raw sewage.

Heat Alerts

- Monitor the heat index, and listen to news reports for the latest information
- Relax classroom drinking policies
- Curtail physical activities

Severe Thunderstorms

- Monitor weather updates with a battery operated radio
- Escort students to designated area for shelter
- If inside, move to pre-designated shelter area

Tornado

- Shut off gas
- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather stations (National Weather Service, or Weather Channel)
- Bring all persons inside building
- Close windows and blinds
- Review tornado drill procedures and location of safe areas. Tornado safe areas are under desks and in hallways away from windows and large rooms
- Review “stop, drop, and cover” procedures with students.

For all situations, identify primary and alternate evacuation routes and sheltering locations

Natural Disasters

Sheltering provides refuge for students, staff and public within school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

- Identify safe area in each school building.
- Principal warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Principal or emergency responders.

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- Principal will issue lock-down procedures by announcing warning over PA system, sending a messenger to each classroom or sounding bells.
- PA announcement may be a coded or basic alert (see Warning and Notification section for coded warnings).
- Direct all students, staff and visitors into classrooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until all-clear signal is given by Principal.

Sheltering/Lock-Down Procedures

Evacuation

- Call 911, if necessary.
- Principal issues evacuation procedures after consulting with _____.
Superintendent
- Principal determines if students and staff should be evacuated outside of building or to relocation centers. _____ coordinates transportation if students are evacuated to
Crisis Team Member
relocation center. _____ contacts _____ and
Crisis Team Member Transportation coordinator
informs him/her that evacuation is taking place.
- Principal notifies relocation center.
- Direct students and staff to follow fire drill procedures. Follow alternate route if normal route is too dangerous.
- Close all windows.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
except in the case of a bomb scare-leave lights on
- Place evacuation sign in window.
- Lock doors.

Teachers:

- Direct students to follow normal fire drill procedures unless, principal alters route.
- Take class roster.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform principal immediately if student(s) is/are missing.
- If students are evacuated to relocation center, stay with class. Take roll again when you arrive at relocation center.

Relocation Centers

List primary and secondary student relocation centers for each school in district.

- *The primary site is located close to school. The secondary site is located further away from school (in case of community-wide emergency).*

Primary Relocation Center	Secondary Relocation Center
_____	_____
Address:	Address:
_____	_____
_____	_____
Phone:	Phone:
_____	_____

Evacuation/Relocation Centers

All staff must refer media to district spokesperson.

School District assumes responsibility for issuing public statements during an emergency.

- *Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.*

District spokesperson _____
Name Telephone Numbers (home, work, mobile)

Alternate District spokesperson _____
Name Telephone Numbers (home, work, mobile)

- *School Public Information person acts as contact for emergency responders and assists district spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.*

School Public Information person _____
Name Room #

Alternate Public Information person _____
Name Room #

During an emergency, adhere to the following procedures:

- Principal relays all factual information to Superintendent.
- Superintendent notifies other schools in district and may ask school Public Information designee to prepare a written statement to media.
- Establish a media information center away from school.
- Update media regularly. Do not say “No comment”.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school’s plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

Media Procedures

Fire, Ambulance, Police Emergency		911
Local Police (Non-emergency)		
Referrals		
Department of Children, Youth & Families (DCYF)		800-RI Child (800-742-4453)
Family Services	Region 1 Providence	528-3502
	Region 2 East Bay	254-7000
	Region 3 South	294-5300
	Region 4 North	721-2400
Crisis Intervention		
R.I. Dept. of Mental Health (MHRM)		
Community Mental Health Centers (CMHC)	Providence	274-7111
	Cranston, Johnston and N West R.I.	553-1031
	East Bay	435-7475
	South County	364-7705
	Newport, Middletown	846-1213
	Pawtucket, Central Falls	723-1915
	Kent County	732-5656
	Northern R.I.	235-7120
Crisis Services		
R.I. Critical Incident Management Team, Inc.		Pager 763-2778
Missing children hotline (24 hr)		Rhode Island State Police 444-1124
Child Mental Health		457-4514
Family Counseling		222-3504
Domestic violence hotline		1-800-494-8100
Samaritans Suicide hotline		1-800-365-4044
Victim Assistance		
Child Abuse/Neglect Reporting Line		Statewide 1-800-742-4453
Child Advocate Office		222-6650
Rape Crisis Hotline		421-4100
Rape Abuse and Incest National Network (RAINN)		1-800-566-56878
Runaway Hotline		521-7233
Runaway National Hotline		1-800-621-4000
Hazardous Materials/Poison		
To report hazardous materials leak or spills		Statewide/24 hours 1-800-662-8802 / or 911
Department of Environmental Management (DEM)		222-2797
Poison Control Center (Rhode Island Hospital)		1-800-22-1222
Disaster Assistance		
American Red Cross (24 hr)		831-7700
R. I. Emergency Management Agency (24 hr)		1-800-439-2990
		946-9996

Emergency Phone Numbers